

COLLINS  
COBUILD

# BASIC GRAMMAR

CLASSROOM EDITION

Helping learners with real English



THE COBUILD SERIES *from* THE BANK OF ENGLISH

Dave Willis & Jon Wright

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**Am/is/are****1** The verbs *am*, *are* and *is* are followed by:

A noun group: Mr. Brown is a teacher. It isn't my book. Are you a student?

An adjective: She's tall. I'm tired. Are you happy? They're hungry.

An expression of place or time: Mary's at home. It's six o'clock. It's on the table.

An expression of age: I'm sixteen. She's fourteen years old.

**2** The forms of the verb are as follows:

Affirmatives		
Statements		Questions
<b>Full form</b>	<b>Short form</b>	
I am late.	I'm late.	Am I late?
You are next.	You're next.	Are you next?
My mother is here.	My mother's here.	Is your mother here?
She is at home.	She's at home.	Is she at home?
My brother is out.	My brother's out.	Is your brother out?
He is fifteen.	He's fifteen.	Is your brother fifteen?
It is on the table.	It's on the table.	Is it on the table?
We are right.	We're right.	Are we right?
They are my parents.	They're my parents.	Are they your parents?

Negatives			
Statements			Questions
<b>Full form</b>	<b>Short form (1)</b>	<b>Short form (2)</b>	
I am not late.	I'm not late.		Aren't I late?
You are not next.	You're not next.	You aren't next.	Aren't you next?
She is not in.	She's not in.	She isn't in.	Isn't she in?
He is not at home.	He's not at home.	He isn't at home.	Isn't he at home?
It is not here.	It's not here.	It isn't here.	Isn't it here?
We are not happy.	We're not happy.	We aren't happy.	Aren't we happy?
They are not ready.	They're not ready.	They aren't ready.	Aren't they ready?



UNIT  
**1**

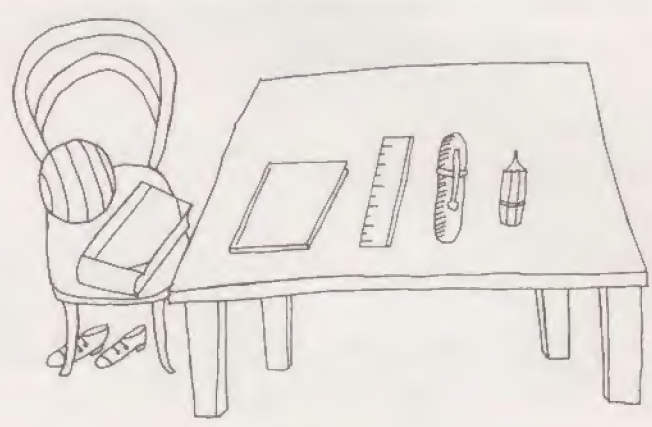
# Practice

**A** Write answers to these questions. Use full sentences for your answers. Use short forms.

- 1 How old are you?
- 2 Are you a teacher?
- 3 Where are you now?
- 4 Is it morning, afternoon or evening?
- 5 What's the weather like - is it warm or cold?
- 6 What day is it?

**B** Put a tick (✓) beside these sentences if they are true. Put a cross (X) if they are not true:

- 1 The exercise book is on the table.
- 2 The ball is on the chair.
- 3 The big book is on the table.
- 4 The shoes aren't under the table.
- 5 The pen and pencil aren't on the chair.
- 6 The shoes are under the chair.
- 7 The ball and the book are on the chair.
- 8 The pen and pencil aren't on the table.



**C** Correct these sentences:

- 1 The big book is on the table.
- 2 The shoes are on the chair.
- 3 The exercise book is on the chair.
- 4 The ruler and the pen are on the chair.
- 5 The pencil's next to the ruler.
- 6 The ball and the book are on the floor.

*The big book isn't on the table. It's on the chair.*

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**D** Correct these sentences about yourself:

- 1 My name is Kim. *My name isn't Kim, it's*
- 2 I'm three years old.
- 3 I'm from Scotland.
- 4 I'm a pop singer.
- 5 I'm English.

Now write the same things about a friend of yours:

- 6 *His/Her name isn't Kim, it's*
- 7
- 8
- 9
- 10



## Present continuous

## 1 The form of the present continuous is:

*am/is/are + '-ing'*

For the negative you add *not* after *am/is/are*:

*I am not working at the moment.*

You can use the short forms *aren't* and *isn't*:

*We aren't going by bus.*

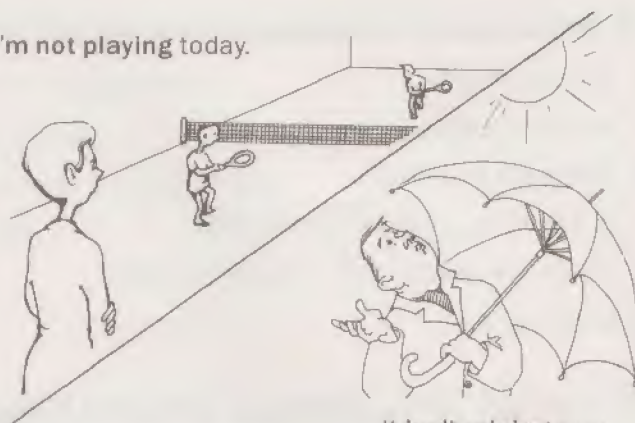
## 2 You use the present continuous:

a to talk about an activity or something happening now:

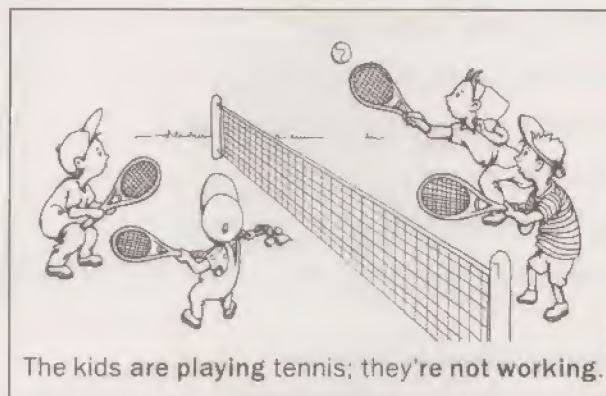
*They're talking; they're not eating.*



*I'm not playing today.*



*It isn't raining now.*



b to talk about a temporary situation:

*I'm living with my friends at the moment.*

*We're staying at a wonderful hotel.*

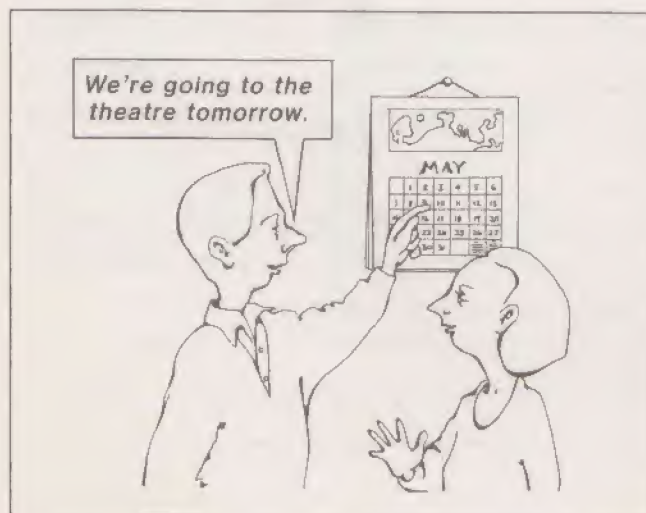
*I'm not feeling well today.*

*My sister's working as a waitress for a month.*

c to talk about a future plan:

*Mike is coming home on Thursday.*

*They're having a party next week.*



d to talk about change, development and progress:

*Life is getting easier thanks to technology.*

*Do you think your English is improving?*

*Inflation is rising and unemployment is getting worse.*

e with *always* to criticize or complain about what someone does:

*You're always interrupting me!*

*My father is always losing his car keys.*





## Practice

**A** Are these sentences 'Present activities' (PA) or are they 'Future plans' (FP)?

- 1 Be quiet. I'm trying to relax. \_\_\_\_\_
- 2 We're having a party soon. Can you come? \_\_\_\_\_
- 3 Who is making that noise? It's terrible! \_\_\_\_\_
- 4 They're going to a restaurant tonight. \_\_\_\_\_
- 5 Are you working now? \_\_\_\_\_
- 6 What are you doing tomorrow? Do you want to come to a match? \_\_\_\_\_
- 7 They're learning English now. \_\_\_\_\_
- 8 I'm wearing my new jeans. \_\_\_\_\_
- 9 Is the sun shining? \_\_\_\_\_

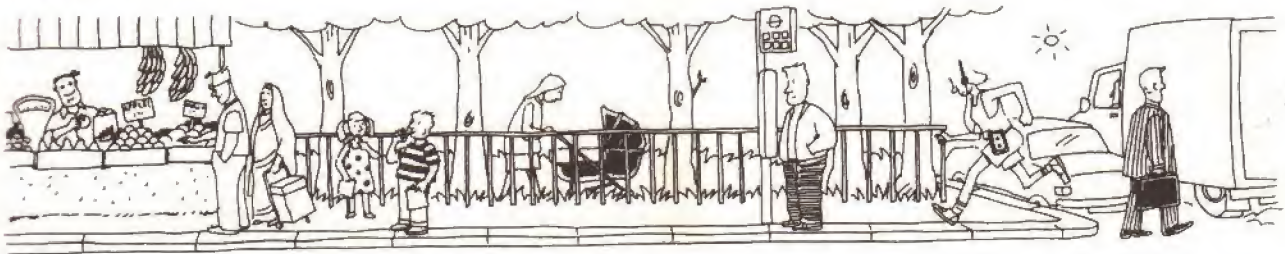
**B** What are you doing now? Write true statements using *I am ...-ing* or *I'm not ...-ing*:

- 1 wear jeans \_\_\_\_\_
- 2 study English \_\_\_\_\_
- 3 sit at home \_\_\_\_\_
- 4 watch TV \_\_\_\_\_
- 5 smoke a cigarette \_\_\_\_\_
- 6 talk with friends \_\_\_\_\_
- 7 relax \_\_\_\_\_
- 8 listen to music \_\_\_\_\_

**C** Look at the picture and complete the sentences using these verbs:

eat push shine buy walk read listen to wear

- 1 The boy \_\_\_\_\_ sweets.
- 2 The businessman \_\_\_\_\_ across the road.
- 3 It's a fine day. The sun \_\_\_\_\_
- 4 A jogger \_\_\_\_\_ music on a walkman.
- 5 The man at the bus stop \_\_\_\_\_ a newspaper.
- 6 The woman in the park \_\_\_\_\_ a pram.
- 7 No-one in the picture \_\_\_\_\_ a hat.
- 8 Some customers \_\_\_\_\_ fruit.



**D** Match the questions and answers:

- 1 Where are you going on holiday this year?
- 2 What are you doing this evening?
- 3 Why are you learning English?
- 4 Are you doing anything this week-end?

To Malta probably.  
We're going camping.  
I'm watching a video.  
Because it's useful!

Now give your real answers to these questions.



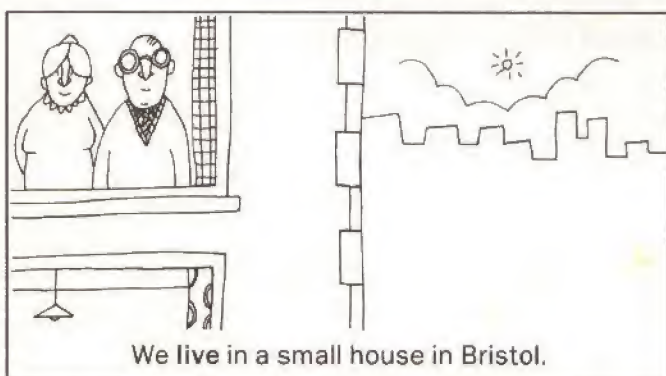
# Present simple

## 1 You use the present simple:

- a to talk about things that are always true:  
It **gets** cold in winter here. Water **boils** at 100 degrees.  
February **is** the shortest month.
- b with words like **never/sometimes/often/always** or time expressions like **every day/at the weekend** to talk about regular and repeated actions, and habits:  
We **often go** to the cinema on Fridays.  
My parents **never eat** meat. I **get up late** at the weekend.
- c to talk about general facts about our lives:



I read the newspaper every day.



We live in a small house in Bristol.



I wear a jacket and tie to work, and jeans when I am at home.

## 2 The form of the verb changes with he/she/it:

- I **work** from 9 to 5.  
You **work** very hard.  
She **works** in the supermarket on Saturday.  
He **works** for my father in our office.  
We **work** for the new company in the centre of town.  
They **work** in uniform.  
She **enjoys** English classes. He's a student, he **reads** a lot.



My father sometimes **smokes** a pipe. It **smells** awful!

## 3 With verbs that end in -o/-s/ch/sh the form is -es:

- He **goes** out every weekend. She **watches** a lot of TV.  
The film **finishes** at 9.30 tonight.  
He **does** everything for his children.

## 4 With verbs that end in consonant + y, the he/she/it form is -ies:

- study – He **studies** languages at university.  
fly – The plane **flies** twice a week.

BUT: I **play** – he **plays** I **buy** – she **buys**

Note: have – has:

- They **have** everything you want in that shop.  
She **has** a house in St James' Square.



He **stops** and **has** a cup of coffee at eleven o'clock.



**A Complete these sentences with:**

go goes do does have has like likes live lives

- I \_\_\_\_\_ a lot of friends in London.
- My son \_\_\_\_\_ in Los Angeles, so I \_\_\_\_\_ there every year to see him.
- Most people \_\_\_\_\_ going on holiday.
- The new BMW sports car \_\_\_\_\_ a top speed of 220 km per hour.
- The sun \_\_\_\_\_ down in the west.
- The Smiths are very kind. They \_\_\_\_\_ a lot of work for people in hospital.
- He's so clever! He always \_\_\_\_\_ well in exams.
- More than 11 million people \_\_\_\_\_ in Tokyo.



- 9 My neighbour \_\_\_\_\_ rock music, unfortunately.

**B Complete the sentences using the correct form of the verb in (brackets):**

- Tony is a great reader. He \_\_\_\_\_ lots of books. (read)
- Pat's favourite music is reggae. He \_\_\_\_\_ to it all the time. (listen)
- My father is a businessman in an international company. He \_\_\_\_\_ all over the world. (travel)
- The Strongs are farmers. They \_\_\_\_\_ in the country. (live)
- I have a friend called Fabrice. He \_\_\_\_\_ from France. (come)
- The hotels here are very expensive. The rooms \_\_\_\_\_ a lot! (cost)
- My mother is good at languages. She \_\_\_\_\_ French, German, Russian and Arabic. (speak)
- Andrea is a tourist guide. She \_\_\_\_\_ everything about the history of the city. (know)

**C Give your answers to these questions:**

- I always get up before seven o'clock, but Steve normally gets up late.  
And you?
- Steve goes to bed late. I normally go to bed before midnight.  
And you?
- I play sports every day. Steve never plays sport.  
And you?
- Steve visits his friends in the evening. I usually visit my friends at the weekend.  
And you?
- I like classical music and blues. Steve likes rock and roll.  
And you?



- 6 Steve wears jeans every day.  
I wear smart clothes.  
And you?



UNIT  
4**Do/does and have/has  
in questions and negatives****1 You use do and don't to make questions and negatives in the present simple tense:**

A: Do you know Peter?  
B: Yes. We are old friends.

A: Do you like this music?  
B: Yes. It's great.

A: Do they live here?  
B: No. They live next door.

A: What's that?  
B: I don't know.

A: Do they enjoy the theatre?  
B: No. They don't go out very often.

**2 You use does and doesn't (does not) for questions and negatives with he, she or it:**

A: Is Helen at home?  
B: Helen? **She doesn't** live here.

A: **Does David** go to University?  
B: No. He's still at school.

**3 Often the negative of have is don't have or doesn't have, but you can also say haven't or hasn't:**

I haven't any money. She's got some, but he hasn't any.

**4 Often the question forms are Do you have ...? and Does he have ...? But you can also say Have I ...? Have you ...? Have they ...? Has he/she/it ...?**

A: Have you any children?  
B: Yes. Two girls and a boy.

A: Has he any brothers?  
B: No. But he has two sisters.

**5 In Britain, you often use the form have got instead of have:**

I haven't got any money.

She's got some, but he hasn't got any.

A: Have you got any children?  
B: Yes. Two girls and a boy.

A: Has he got any brothers?  
B: No. But he's got two sisters.





## Practice

**A** Write down whether you do these things or not:

- |   |                                  |
|---|----------------------------------|
| 1 Study English <u>I study English.</u>     | 5 Go to England every year _____ |
| 2 Play cricket <u>I don't play cricket.</u> | 6 Like jazz _____                |
| 3 Speak French _____                        | 7 Live in a flat _____           |
| 4 Study Japanese _____                      | 8 Live in a house _____          |

**B** Now think of a good friend. Write down whether he or she does those things:

- |                                     |         |
|-------------------------------------|---------|
| 1 <u>She doesn't study English.</u> | 5 _____ |
| 2 <u>She plays cricket.</u>         | 6 _____ |
| 3 _____                             | 7 _____ |
| 4 _____                             | 8 _____ |

**C** Write down questions you could ask someone about these things:

- |   |
|---|
| 1 Watching television every day <u>Do you watch television every day?</u> |
| 2 Buying a newspaper every day _____                                      |
| 3 Going abroad on holiday every year _____                                |
| 4 Working in an office _____  |
| 5 Living alone _____  |
| 6 Liking rock music _____   |
| 7 Playing the piano _____   |
| 8 Living in a big city _____  |

Write true answers to the questions:

- |                                      |          |
|--------------------------------------|----------|
| 9 <u>I don't watch TV every day.</u> | 13 _____ |
| 10 _____                             | 14 _____ |
| 11 _____                             | 15 _____ |
| 12 _____                             | 16 _____ |

**D** Rewrite these questions and negatives without do/does:

- |   |
|---|
| 1 I don't have any friends in England. <u>I haven't any friends in England.</u> |
| 2 Do they have a big house? _____   |
| 3 He doesn't have much money. _____   |
| 4 They don't have any pets. _____   |
| 5 Does she have any nice new clothes? _____                                     |

Now do them again with have got:

- |  |          |
|--|----------|
| 6 <u>I haven't got any friends in England.</u> | 9 _____  |
| 7 _____  | 10 _____ |
| 8 _____  |          |

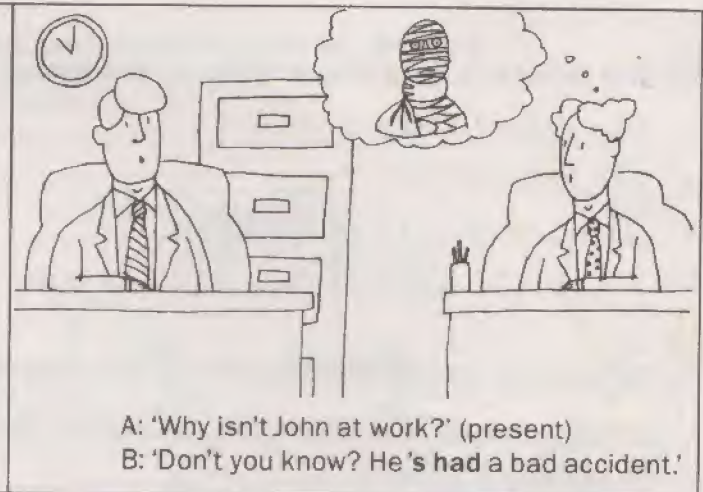
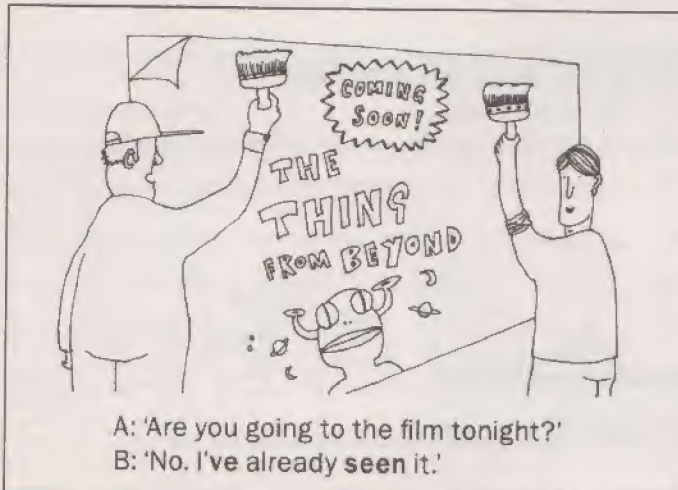


# Present perfect (1)

## 1 The form of the present perfect is:

*have/has + past participle*

## 2 You use the present perfect tense for something which happened in the past but has an effect in the present:



## 3 Often it refers to the very recent past:

Karen **has** just **passed** her exams. I've just **seen** your mother at the shops.

## 4 You use the present perfect for something which started in the past and is still going on:

I know London very well. I've **lived** there for five years.

He's her closest friend. He **has known** her since they were children.

or to ask questions about the past up to the present:

A: **Have you heard of** Boris Becker?

B: Yes. He **plays** tennis.

A: **Have you been to** America?

B: No. But I've **been to** Canada.

A: How many times **has she been to** England?

B: I think she's only **been** once.

or for something which still hasn't happened but is expected to happen:

A: May I **borrow** your book?

B: I'm sorry. I **haven't finished** it yet.

A: Do you know Henry?

B: No. We **haven't met** yet.



### WARNING:

You do not use the present perfect in a clause with a past time expression:

They've just finished work. They **finished** ten minutes ago.

I've read that book. I **read** it last week.

## 5 Exercise: Find the words *already, just, since, yet, ever* on this page. Which uses of the present perfect do they go with?



**A Match the questions and answers:**

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1 Do you know Michael?              | a No. I haven't done my homework.     |
| 2 Where's Andreas?                  | b No thanks. I've just had lunch.     |
| 3 Are you going out tonight?        | c Yes. We've met many times.          |
| 4 Is James at home?                 | d No. He has gone on holiday.         |
| 5 Is Maria at the University?       | e No. We haven't invited them.        |
| 6 Do you want a sandwich?           | f He's gone to the shops.             |
| 7 Are Linda and Sam coming tonight? | g I'm sorry, but I've lost it.        |
| 8 Can I borrow your grammar book?   | h No. She hasn't finished school yet. |

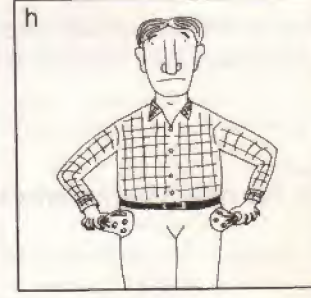
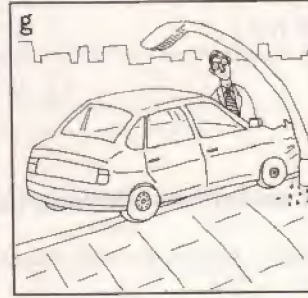
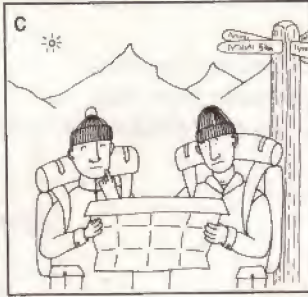
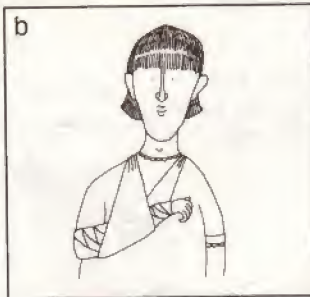
**B Have you heard of these people, been to these places, seen these films or read these books?**

- |   |   |
|---|---|
| 1 Brazil <u>I haven't been to Brazil.</u> | 5 Emilio Zapata <u>I've heard of Emilio Zapata.</u> |
| 2 Don Quixote _____                       | 6 OliverTwist _____                                 |
| 3 Honolulu _____                          | 7 Madrid _____                                      |
| 4 Andre Agassi _____                      | 8 Charlie Chaplin _____                             |

Now think of some to ask your friends: Have you seen/ read/ heard of/ been to?

**C Write under the picture what has happened to these people:**

He's eaten too much.



Here are some ideas to help you: ... broken her arm; ... had an accident; ... lost all his money; ... fallen down; ... lost their way; ... eaten too much; ... won a prize; ... caught a fish.



## Present perfect (2)

**1** You can use the present perfect after words like *when, after, until, as soon as*, to talk about something in the future:

Tell me **when** you have finished. I'll write to you **as soon as** I have heard from Jenny.

[For a note about the present simple in sentences like this see Unit 11]

**2** If you say someone *has gone* to a place you mean he is still there:

A: Where are the children? B: They've **gone** to school.

Ken and Angela **have gone** to London for a holiday.

If you say someone *has been* to a place you mean they went there once but they are not there now (see Unit 5- Practice, Exercise B):

The children **have been** to school. They're back at home now.

I've **been** to Paris but I've never **been** to Rome.

**3** Look at questions and negatives with *have* in Unit 4, sections 3 and 4:

Now look at question and negatives with the present perfect:

A: Have you found your book yet?

B: No. I've looked everywhere, but I still **haven't** found it.

A: Have you seen Bill lately?

B: No. I **haven't** seen him for a couple of months.

**4** Some verbs are 'continuous' verbs because the action goes on for some time. The following verbs, for example, are 'continuous' verbs:

drive live make stand study travel watch wait walk work

You often use the present perfect continuous form with these verbs to emphasise how long something has been going on up to the present:

We've **been travelling** for three hours.

He's **been working** very hard.

She's **been watching** TV all day.

[For verbs not normally used in the continuous form see Unit 66]



**5** You can use the present perfect continuous tense to show that something is still going on:

Compare: I **have read** your book. I enjoyed it very much.

and: I've **been reading** your book. I'm enjoying it very much.

**6** You can use the present continuous to show that something is temporary:

I **have been working** as a ski instructor, but now I'm looking for a new job.



**A** In these time expressions the present simple refers to a time in the future.  
Change present simple to present perfect:

1 When I finish Oliver Twist I will read Don Quixote.

*When I have finished Oliver Twist I will read Don Quixote.*

2 You can do the shopping after you make the beds.

3 Don't go out before you do your homework.

4 I'm going to stay in class until I finish my essay.

**B** Write out these dialogues putting the verbs in the present perfect question form or negative form:

1 A: (Your sister/ pass her exams?)

B: I don't know. (She/not get/the results)

2 A: (Your brother/go/to America?)

B: No, (he/not go/yet)

3 A: (Peter/start/ school?)

B: No, (he/ not start/ yet)

4 A: (You/read/the newspaper?)

B: No, (I/ not read it/yet)

*Has your sister passed her exams?*

*I don't know. She hasn't got the results.*

\_\_\_\_\_?

No, \_\_\_\_\_?

\_\_\_\_\_?

No, \_\_\_\_\_?

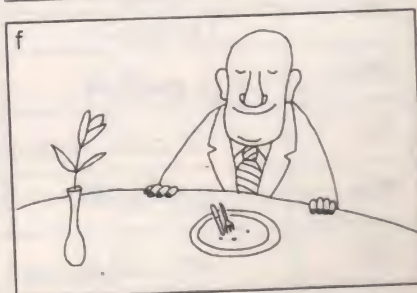
\_\_\_\_\_?

No, \_\_\_\_\_?

**C** Write under these pictures what these people have been doing:



*He's been waiting for a bus.*





## 1 You use **was** (negative **was not** or **wasn't**) as the past of **am** and **is** with:

A noun group: He **was** a good student, now he's a teacher.  
My favourite book when I **was** a child **was** Robinson Crusoe.

An adjective: My grandfather **was** very tall.  
I **wasn't** happy.

An expression of time or place: It **was** three o'clock.  
He **was** at school in 1989.

An expression of age: He **was** twenty in June.  
She **was** nineteen when she married.

## 2 You use **were** (negative **were not** or **weren't**) as the past of **are** in the same way as **was**:

<p>Dear Sue,</p> <p>We're in Florida now.</p> <p>We <b>were</b> in Miami yesterday. The weather was fantastic.</p> <p>We <b>were</b> on the beach all afternoon.</p> <p>Love,</p>	<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto;"></div> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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## 3 You can use **was**, **were**, **wasn't** and **weren't** for questions:

Were you here yesterday?  
Who **was** that man?  
You walked fifty kilometres – **weren't** you tired?  
When did we arrive? **Wasn't** it on Friday?

## 4 Exercise: Complete this chart by filling in the blank boxes:

	Present	Past (positive)	Past (negative)	Past (question)
I	<i>am busy</i>	<i>was busy</i>	<i>wasn't busy</i>	<i>Was I busy?</i>
He				<i>Was he there?</i>
She		<i>was angry</i>		
It				
We				<i>Were we late?</i>
You	<i>are sad</i>			
They			<i>weren't at home</i>	



**A Match the questions with these answers:**

I was in town.

I was in bed, but I wasn't asleep.

No, I was fine, but my brother was ill.

It was really hot.

No, I was with a friend.

1 A: Where were you yesterday at 3 p.m.?

B: \_\_\_\_\_

2 A: Were you alone?

B: \_\_\_\_\_

3 A: What was the weather like yesterday?

B: \_\_\_\_\_

4 A: Were you ill last week?

B: \_\_\_\_\_

5 A: Were you in bed asleep at midnight?

B: \_\_\_\_\_

**B Now write your real answers to the same questions.****C The pictures show a room before and after a robbery.**Complete the sentences with *was* or *were* with the following objects:1 The vase \_\_\_\_\_ on the table  
on the right.2 The video recorder \_\_\_\_\_  
under the television.3 The paintings \_\_\_\_\_ on the  
wall behind the desk.4 The books \_\_\_\_\_ on the  
shelf near the door.5 The camera \_\_\_\_\_ on the  
desk.**D Are these statements true or false? Correct the false statements:**

1 Margaret Thatcher is the Prime Minister of Britain. \_\_\_\_\_

2 Charlie Chaplin was a famous musician. \_\_\_\_\_

3 Cities are smaller now than in 1900. \_\_\_\_\_

4 The world record for the 100 metres sprint is 10 seconds. \_\_\_\_\_

5 Istanbul was the capital of Turkey before Ankara. \_\_\_\_\_

6 Latin is the most useful international language. \_\_\_\_\_

**E Complete the sentences using *was*, *wasn't*, *were* or *weren't*:**

1 'Where \_\_\_\_\_ you yesterday?' 'I \_\_\_\_\_ ill so I stayed at home.'

2 I left school when I \_\_\_\_\_ 17 and started university when I \_\_\_\_\_ 18.

3 The film we saw last week \_\_\_\_\_ terrible.

4 'What \_\_\_\_\_ the weather like yesterday?' 'Oh, it \_\_\_\_\_ terrible.'

5 'We've just finished the exercise.' '\_\_\_\_\_ it difficult?'

6 I called the Packers half an hour ago but they \_\_\_\_\_ in.



## 1 You use the past simple to talk about things that happened in the past:

I **stayed** in that hotel last week.

He **worked** all night and finally **finished** the project when the secretaries **arrived** in the morning.

## 2 You also use the past simple to talk about the general past, and about regular actions:

We **lived** in Rome for a year when I **was** a child.

Our friends often **visited** us there.

## 3 For most verbs, the past simple form ends in -ed.

Some verbs have an irregular past form:

Can you match these 20 irregular past simple forms and their infinitives?

begin _____	give _____
break _____	go _____
buy _____	have _____
come _____	make _____
do _____	pay _____
drink _____	say _____
drive _____	see _____
eat _____	take _____
find _____	tell _____
get _____	write _____

did      saw      found      came      went      had      told      drove      paid      bought      got  
 ate      broke      wrote      took      began      drank      said      made      gave

## 4 For all regular and irregular verbs (except be: see Unit 7), the form is the same for all persons: I/you/he/she/it/we/you/they said.

## 5 You use *did ... + Infinitive* to form questions in the past:

Did you **get** home all right?  
 Did he **go** out last night?  
 Did you **tell** them about the party?  
 Who did you **see**?  
 Where did you **buy** that hat?  
 When did she **arrive**?

## 6 You use *did not (or didn't) + Infinitive* to form negatives in the past:

I **didn't** understand, so I asked a question.  
 He **didn't** give me his address.

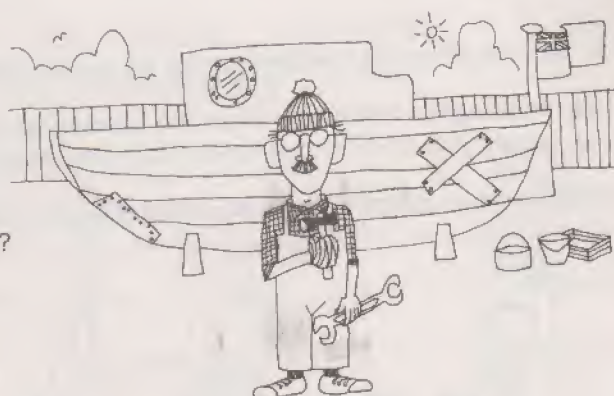


They **didn't** buy anything.



**A** Use the verbs from section 3 opposite to complete these sentences:

- 1 I \_\_\_\_\_ Mike in the street yesterday.
- 2 When I was in Spain, I \_\_\_\_\_ this sombrero as a souvenir.
- 3 After the concert we \_\_\_\_\_ home by taxi.
- 4 He opened the packet and \_\_\_\_\_ a chocolate biscuit.
- 5 Have you got that letter Bob \_\_\_\_\_ us last week?
- 6 My uncle \_\_\_\_\_ me a couple of interesting books for my birthday.
- 7 Ivor \_\_\_\_\_ his leg and was taken to hospital in an ambulance.



8 I \_\_\_\_\_ it all myself!

**B** Underline the past simple verbs in the following:

The police are looking for a man who stole £25 and a jacket from a crowded fashion shop in Brighton last week. The man, who was between 20 and 25, with short brown hair, took the jacket from a staff changing-room. 'I'm not worried about the money, really,' said the victim, Sally Walker, 25, who works in the shop. 'But the jacket cost me £150. I got it when I was on holiday in Turkey.' The police do not think the man is dangerous, but warned the public to be careful.

**C** Complete the questions for the answers on the right:

- |                           |                              |
|---------------------------|------------------------------|
| 1 When _____ the jacket?  | When she was on holiday      |
| 2 Where _____ on holiday? | Turkey                       |
| 3 What _____ steal?       | A jacket and £25             |
| 4 Where _____ from?       | From the staff changing room |
| 5 How much _____ cost?    | £150                         |

**D** Frances is a manager of a busy company. Look at her diary for yesterday, then write about what she did or didn't do:

e.g. She had a meeting with the bank manager.  
She didn't have time to write a letter to Gerry.

**E** What about you? Which of these activities did you do yesterday?

watch tv   have a shower   cook a meal  
read a paper   make a phone call   write a letter  
play a sport   speak English   listen to music  
go out   visit a museum

e.g. I didn't watch tv yesterday.  
I wrote a letter to a friend yesterday.

8.30	Buy paper and magazine for mother	✓
9.00	Have meeting with bank manager	✓
10.00	Call Export International	✓
10.15	Write to Gerry	✗
10.30	Talk with Jan and John about new products	✓
11.30	fax ISB in Munich about training course	✗
12.00	write letter to Directors of XYZ to confirm meeting	✓
1.00	meet David for lunch	✗
2.00	take taxi home	✓
2.30	pack suitcase	✓
4.00	take train to London	✓



UNIT  
2

# Past continuous

(Review Unit 2 on Present continuous)

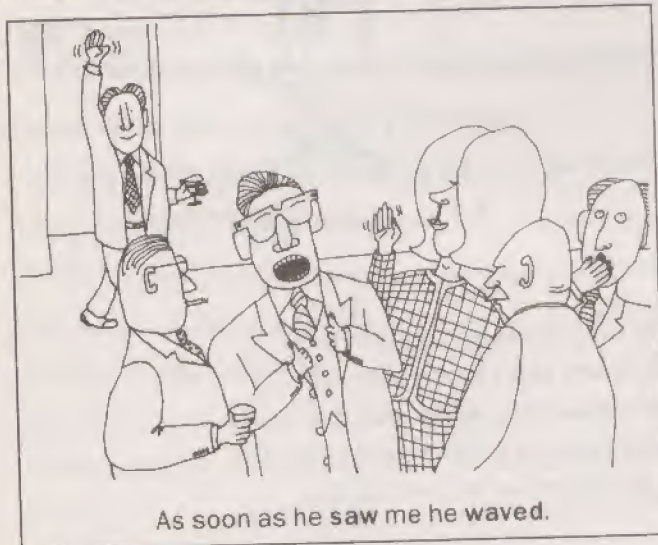
## 1 The form of past continuous is:

was/were + '-ing'

## 2 You use the past continuous for an action which was interrupted by another action:

I **was reading** the newspaper when the doorbell rang.  
They **were flying** from London to New York when the accident happened.

**WARNING:** If two things happen one after the other you use two verbs in the past simple tense:



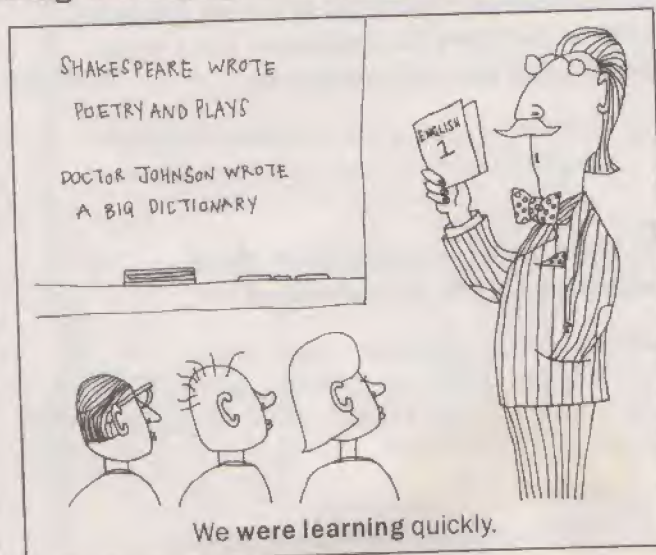
## 3 You use the past continuous for an action which was still in progress at a particular time:

At 2.15 we **were still waiting** for the bus. It was just before midnight. We **were talking** quietly.

## 4 You often use the past continuous to set the scene for a story or for a series of events:

It was 1975. We **were living** in a small house in Liverpool.  
On the day I had my accident. I **was preparing** for my examinations.

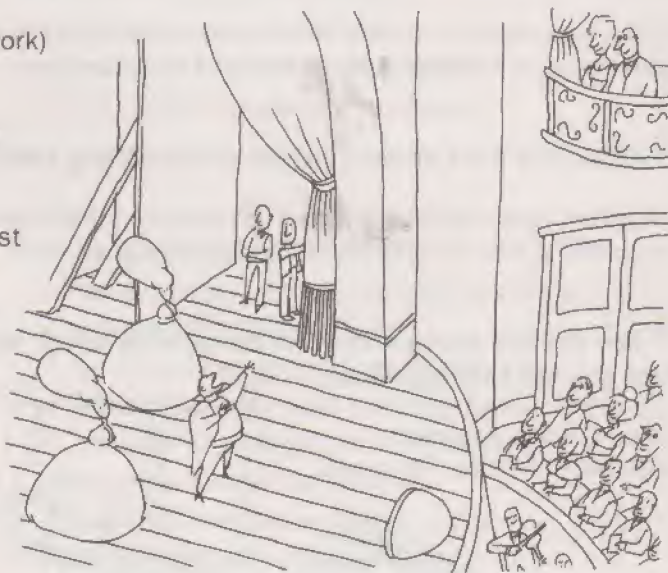
## 5 You use the past continuous to show that something is changing, developing or progressing:





**A** Complete the following sentences. You should put one verb in the past simple and the other in the past continuous:

- 1 I (meet) met Peter while I (shop) was shopping this morning.
- 2 We (walk) \_\_\_\_\_ home this evening when it suddenly (begin) \_\_\_\_\_ to rain.
- 3 I (hurt) \_\_\_\_\_ my back when I (work) \_\_\_\_\_ in the garden.
- 4 I (stay) \_\_\_\_\_ in Oxford, so I (go) \_\_\_\_\_ to see Tim.
- 5 Ken (do) \_\_\_\_\_ his homework last night and he (forget) \_\_\_\_\_ to telephone home.
- 6 We (live) \_\_\_\_\_ in Greece when our first daughter (be) \_\_\_\_\_ born.
- 7 She (work) \_\_\_\_\_ in the library when she (see) \_\_\_\_\_ Maria.



- 8 We (go) \_\_\_\_\_ to the opera when we (stay) \_\_\_\_\_ in Milan.

**B** Complete the following sentences using the past simple or the past continuous:

- 1 When he (hurt) \_\_\_\_\_ his back he (go) went to see the doctor.
- 2 When she (hear) \_\_\_\_\_ the news she (begin) \_\_\_\_\_ to cry.
- 3 We (listen) \_\_\_\_\_ to the radio when Fred (come) \_\_\_\_\_ home.
- 4 I (hear) \_\_\_\_\_ a strange noise and the dog (begin) \_\_\_\_\_ to bark.
- 5 Everyone (talk) \_\_\_\_\_ and suddenly the lights (go) \_\_\_\_\_ out.
- 6 I (have) \_\_\_\_\_ a nice hot shower when the doorbell (ring) \_\_\_\_\_.
- 7 I (have) \_\_\_\_\_ a nice hot shower when I (get) \_\_\_\_\_ home.



- 8 The children (play) \_\_\_\_\_ happily when mother (arrive) \_\_\_\_\_ home.



UNIT  
10**Past perfect**

(review Units 5 and 6 on Present perfect)

**1** The form of the past perfect is:*had + past participle***2** When you are talking about past time, you use the past perfect for something which happened earlier and has an effect on the time you are talking about.

I didn't go to the film with my wife because I **had** already seen it.  
 John wasn't at work because he **had had** a bad accident.

**3** Often the past perfect refers to something which had happened very recently:

It was July. Karen **had** just passed her exams. I told Rosa I **had** just seen her mother at the shops.  
 I was feeling very tired because I **had** just finished work.

**4** You use the past perfect for something which started earlier and was still going on at the time you are talking about:

I knew London very well.  
 I **had** lived there for five years.



He was her closest friend. He **had** known her since they were children.

or to talk about the time up to the time you are talking about:

A: In 1987 **had** you **been** to America before? B: No, but I **had** **been** to Canada.

I didn't know anything about rock'n roll. I **had** never **heard** of Elton John.

or for something which hadn't happened at the time you are talking about:

She wanted to borrow my book but I **hadn't** finished it.

I didn't know Henry. I **had** never **met** him before.

**5** You use the past perfect continuous tense to talk about something which had been going on for some time:

We **had been** travelling for three hours.

She **had been** watching TV all day.

or for something that was still going on or something that was temporary:

I **had been** reading her book.  
 I was enjoying it very much.



I **had been** working as a ski instructor,  
 but I was looking for a new job.



**A Match the questions and answers:**

- 1 Did you know Michael?
- 2 Where was Luis?
- 3 Did you go to the cinema last night?
- 4 Did you see James and Leila?
- 5 Were you feeling hungry?
- 6 Were you locked out?
- 7 Did you have any money left?
- 8 Did you know Paris well?

- a He had gone to the shops.
- b Yes. We had met many times before.
- c No. They had gone away for the day.
- d Yes. I hadn't eaten since breakfast.
- e Yes. I had forgotten my key.
- f No. I had spent everything.
- g Yes. I had been there twice before.
- h No. I hadn't finished my homework.

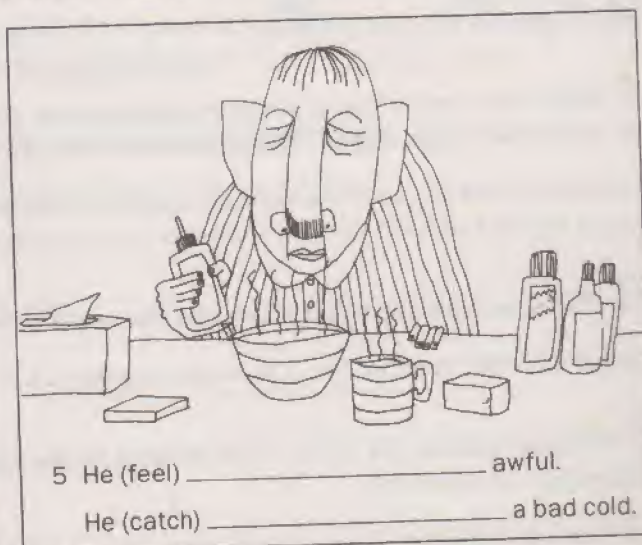
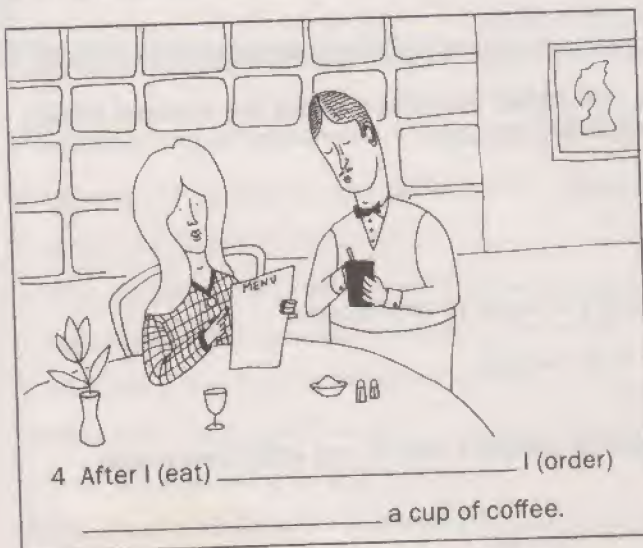
**B Make sentences from these parts:**

- 1 I couldn't understand very much
- 2 We didn't know where to go
- 3 I didn't enjoy the film very much
- 4 Everything was very wet
- 5 They knew they would be late
- 6 They were very brown
- 7 We were tired out
- 8 John couldn't open the door
- 9 I had to go to the bank
- 10 I couldn't see very well

- a because I had seen it before.
- b because they had been working in the sun.
- c because he had lost his key.
- d because I had spent all my money.
- e because I hadn't been learning English very long.
- f because I had forgotten my spectacles.
- g because we had lost our map.
- h because it had been raining all day.
- i because they had missed the last train.
- j because we had been working all day.

**C Complete these sentences with one verb in the past simple and one in the past perfect:**

- 1 I (go) went home as soon as I (finish) had finished work.
- 2 Everybody (go) \_\_\_\_\_ out for the day. There (be) \_\_\_\_\_ nobody at home.
- 3 Bill (live) \_\_\_\_\_ in Leeds ever since he (be) \_\_\_\_\_ a boy.



- 6 He (take) \_\_\_\_\_ the book back after he (read) \_\_\_\_\_ it.



# Present tenses used for the future

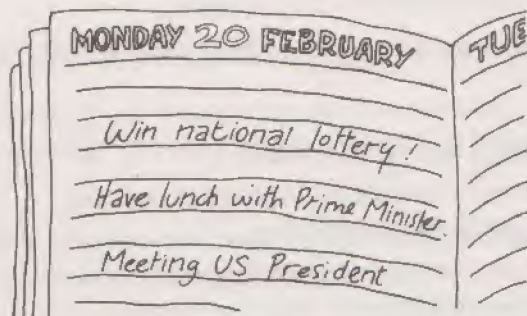
**1** When you are talking about something in the future, which is arranged for a definite time, you use the present simple. There is usually a time adverbial in these sentences:

The next train **arrives** at 11.30. The meeting **starts** straight after lunch.  
We **have** a holiday tomorrow. We **leave** at two o'clock tomorrow afternoon.

**2** In statements about fixed dates in the future you normally use the present simple:

Tomorrow **is** Tuesday.

It's my birthday next month.



Monday **is** the twentieth of February.



Friday **is** my birthday.

**3** When you talk about people's plans or arrangements for the future, you often use the present continuous tense:



I'm **seeing** Jill next week.



They're **getting** married before Christmas.

We're **having** a party next week. I'm **doing** my homework this evening.

**4** When you are not sure about arrangements, you talk about the future using the present tense of verbs like *hope*, *expect*, *intend*, *want* with a *to-infinitive* clause:

We **hope** to see you soon. He **wants** to catch the last bus home.  
Henry **expects** to be at the station to meet us tomorrow.

**5** After the verb *hope* you often use the present simple to refer to the future:

I **hope** you enjoy your holiday. June **hopes** she passes her exam all right.

**6** Present tenses are often used to refer to the future in clauses with *if* and with time words like *when* and *before*:

You won't get lost if you **have** a good map. Have a drink **before** you go.

\* There is a deliberate mistake on this page. Can you find it?



**A** Look at the letter below. Underline all the verbs in the present tenses. Put a bracket round those which refer to the future:

Dear Monica,

Many thanks for your letter. I am pleased you are enjoying your holiday. When (do you come) home? It will be great to see you again.

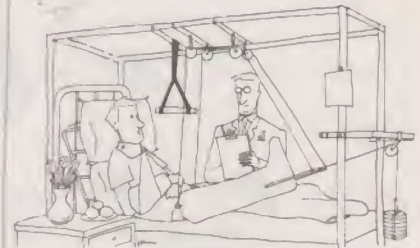
We are going to Greece this year - next Friday in fact. I am trying to get everything ready in time, but it is very difficult with three small children. Our plane leaves at six o'clock on Friday morning, so we are taking a taxi to the airport at four o'clock in the morning - I hope the children behave themselves and get ready quickly without too much trouble. Peter has three weeks holiday this year so when we get back from Greece we are staying with his mother in Brighton for a week. She has a big flat in a block right next to the sea. The children love it.

Lydia is starting school this September. I hope she likes it. Jimmy hates going to school. He shouts and screams every morning. Perhaps he will be better when Lydia starts. Thank you for your news. I am very pleased to hear that Isobel has done so well at University. What is she doing next year? Has she decided yet? What about the twins? When do they leave school?

Give my love to Norman. I am sorry about his accident. I hope he gets better soon.

Much love,

Teresa.



I hope he gets better soon.



We are taking a taxi to the airport at four o'clock.

**B** Answer these questions using the present simple or the present continuous:

- 1 What day of the week is your birthday on? My next birthday is on a Friday.
- 2 What time does this lesson finish? \_\_\_\_\_
- 3 What are you doing tomorrow morning? \_\_\_\_\_
- 4 How many English lessons do you have next week? \_\_\_\_\_
- 5 What day is it the day after tomorrow? \_\_\_\_\_
- 6 What is the date next Thursday? \_\_\_\_\_
- 7 What are you having for supper tonight? \_\_\_\_\_
- 8 What are you doing after your lesson? \_\_\_\_\_
- 9 When is the next national holiday? \_\_\_\_\_
- 10 How old are you on your next birthday? \_\_\_\_\_



# Will and going to

**1** When you know that something will happen in the future, you use the present simple or the present continuous:

The next train arrives at 11.30. We're having a party next week.

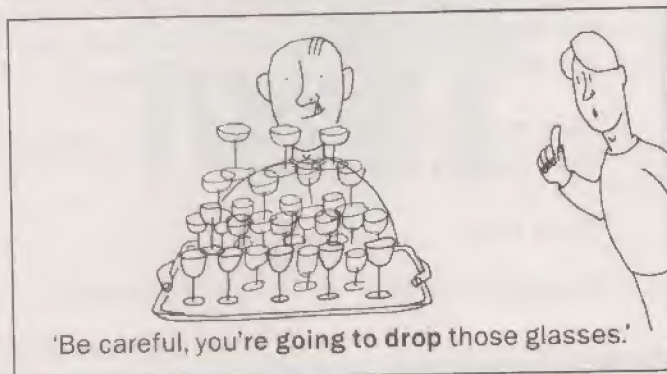
**2** When you are predicting what will happen, you use *will* or *going to*:

The weather tomorrow *will* be warm and sunny. I think it's *going to* rain.

**3** When you use facts or events in the present situation as evidence for a prediction, you normally use *going to*:



**4** When something is clearly *going to* happen very soon, you use *going to* for a warning:



**5** When you are making a promise or an offer, you use *will*:

I'll ring you later tonight. I'll come round and help you later.

**6** When you are telling someone about a decision you have made, you normally use the present continuous or *going to*:

I'm *going to* stay at home to night. I'm *going to* do some work.

When you are talking about a decision someone else has made, you normally use *going to*:

She's *going to* write you a letter. They're *going to* call in and see us.

**7** When you are telling someone about a decision you have just made, you normally use *will*:

Ken lives near here. I think I'll *go* and see him.

A: Did you know it's Winnie's birthday? B: Really? Thanks. I'll *send* her a card.



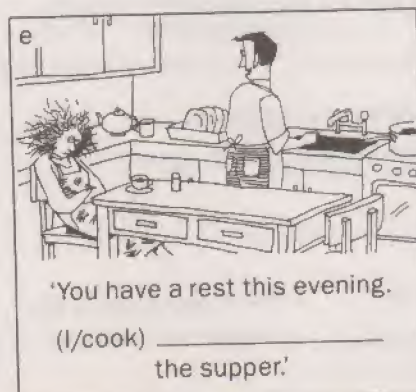
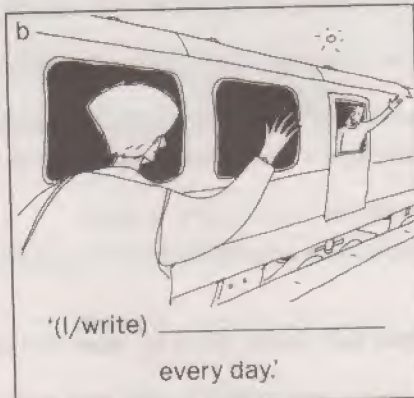
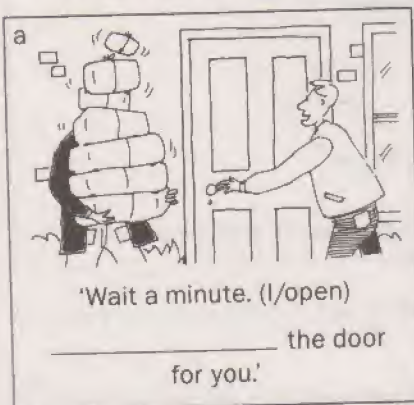
**A Match these sentences:**

- 1 It's very cold.
- 2 The children are really tired.
- 3 I feel awful.
- 4 She's bought a new dress.
- 5 Oh dear, I've missed my train.
- 6 There's a big queue.

- a I think I'm going to be sick.
- b I'm going to be late.
- c We're going to have some snow.
- d It's going to be very crowded.
- e They're going to fall asleep.
- f She's going to look very smart.

**B Complete these dialogues using will or going to:**

- 1 A: Dad, (you/lend?) (1) will you lend me the car next week? Annette and Andy (have) (2) \_\_\_\_\_ a party and they've invited me.  
 B: I'm sorry, your mother and I (see) (3) \_\_\_\_\_ that new film at the Odeon. We probably (not) get back (4) \_\_\_\_\_ until ten o'clock.
- 2 A: What (you/do?) (5) \_\_\_\_\_ this summer?  
 B: We haven't decided yet. Perhaps we (share) (6) \_\_\_\_\_ a house with my parents in the Lake District. They (borrow) (7) \_\_\_\_\_ a cottage from some friends for a few weeks.  
 A: (there/be?) (8) \_\_\_\_\_ enough room for you and the children?  
 B: Oh no. The children (not come) (9) \_\_\_\_\_. They (take) (10) \_\_\_\_\_ a trip to Singapore. They (stay with) (11) \_\_\_\_\_ Andrew's brother for a month.  
 A: That (be) (12) \_\_\_\_\_ exciting. I'm sure they (have) (13) \_\_\_\_\_ a wonderful time.

**C Complete the following using will or going to:**



**1 You use there:**

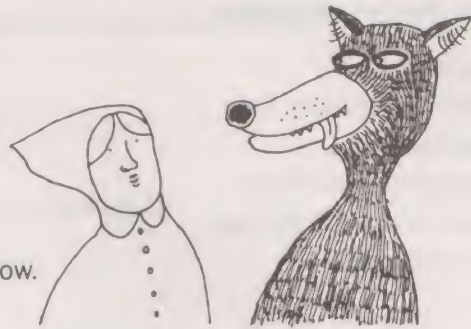
When you want to say that something exists:

Once upon a time **there** was a little girl called Red Riding Hood.  
In the forest **there** was a wicked wolf.

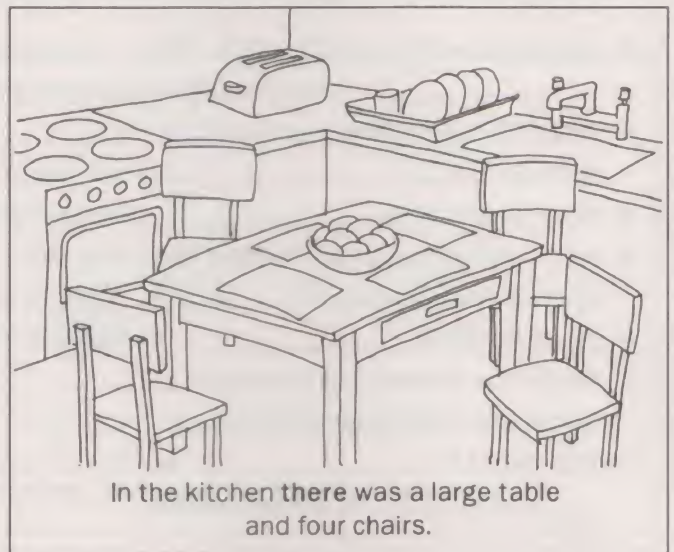
When you want to talk about a happening :

**There** was a party last week. **There's** a football match tomorrow.

When you want to talk about a number or amount :



**There** was a lot of trouble  
at work this morning.



In the kitchen **there** was a large table  
and four chairs.

**2 When the noun which comes after there is singular, you use is or was:**

**There is** a book on the table. **There was** an extra English class yesterday.

You use singular with two nouns joined by **and** if the first noun is singular:

**There was** a man and two women. **There was** a table and some chairs in the room.

When the noun which comes after it is plural you use **are** or **were**:

**There were** three beds in the room. **There were** two big beds and a little bed.

**3 If you want to make a question you put there after is; was; were:**

Is there anyone at home? **Were** there many people at the meeting?

**Are** there some oranges left? **Wasn't** there a good film on TV tonight?

or before **be** or **been**:

Will **there be** enough time? Could **there be** anyone there?

Has **there been** anyone here? Will **there be** any children there?

**4 Common expressions with there:**

**There** are a few ...

**There's/are** no ...

**There's** plenty to eat.

**There** are a lot of ...

**Is/are** **there** any ...?

**There's** nowhere to go.

**There** isn't/wasn't any ...

**Was/were** **there** any ...?

**There** aren't/weren't any ...

**There's** nothing to do.



**A** Answer these questions using *there*:

- 1 How many people are there in your class? *There* \_\_\_\_\_
- 2 How many people are there in the room? \_\_\_\_\_
- 3 Are there any pictures on the walls? \_\_\_\_\_
- 4 Is there anything on your desk? \_\_\_\_\_
- 5 How many people are there in your family? \_\_\_\_\_
- 6 How many small beds and how many big beds were there in the room? \_\_\_\_\_

**B** Rewrite these sentences to begin with *there*:

- 1 We have an English class every day. *There's an English class every day.* \_\_\_\_\_
- 2 A meeting will be held at three o'clock. \_\_\_\_\_
- 3 An accident happened this morning. \_\_\_\_\_
- 4 A lot of people came to the concert. \_\_\_\_\_
- 5 Three books lay on the desk. \_\_\_\_\_
- 6 Lots of children will be at the party. \_\_\_\_\_



- 8 Three people waited in the shop. \_\_\_\_\_

**C** Complete the dialogue using expressions with *there*:

there was nobody at home    there's a good film    Is there anything good  
I don't think there'll be anything    There wasn't anything

- |   |   |
|---|---|
| A: _____<br>on TV tonight?                      | B: No, _____<br>very interesting.                     |
| A: Do you think _____<br>on at the cinema?      | B: I don't know. _____<br>last week.                  |
| A: Shall we go round and see Joe and<br>Pamela? | B: Let's telephone first. Last time we went<br>_____. |



## What ...?

**1** You use a question form after *What ...?*

What does he want? What have you done? What will they say?

**2** You use *What ...?*

to make or ask about plans:

What are you doing tomorrow? What are you going to do? What shall we do?

to find out what happened:

What happened? What did you do? What did you say?

to ask someone to repeat or explain something:

What do you mean? What did she mean? What does it mean? What does 'repeat' mean?  
I'm sorry, what did you say?

to find out about a problem of some kind:

What's the matter? What's wrong? What's up? What happened?

to find out what something is like:



What kind of ... is it? What sort of ... is it? What's it like? What colour is it/are they?  
What does he look like? What's it like ...?

to make a suggestion:

So Monday's no good. What about Tuesday? What about some lunch?

to introduce a new idea or a new topic:

I'm ready for lunch. What about you? So Tom's OK. What about Marie?

to ask about time:

What time is it? What time do you finish work?

**3** We often use *What do you think ...?* for questions. There is no question form after *What do you think ...?*

What do you think they will say? What do you think it means?



**A** Rewrite these questions leaving out the words ... *do you think* ... :

- 1 What do you think they are going to do?
- 2 What work do you think he does?
- 3 What do you think it means?
- 4 What time do you think they will arrive?
- 5 What colour do you think she wants?

*What are they going to do?*

?

?

?

?

**B** Match the questions and answers:

- 1 What did it look like?
- 2 What's your new house like?
- 3 What's your new job like?
- 4 What was the wolf like?
- 5 What's it like learning English?

- a It's very big. It has four bedrooms.
- b He was very wicked.
- c It's great! But it's hard work.
- d It looked very nice.
- e I don't know really. I've just started.

**C** Complete the dialogues below by adding one of the following nouns:

colour kind sort language size work time day

- 1 A: What
- sort
- of person is he?

B: He's very quiet, but he's really nice.

- 2 A: What \_\_\_\_\_ does the next train leave?

B: I'm not sure. I'll have to check the timetable.

- 3 A: What \_\_\_\_\_ shoes do you take?

B: I don't know. Those look about right.

- 4 A: What \_\_\_\_\_ is it today?

B: It's Monday.

- 5 A: What \_\_\_\_\_ is your car?

B: It's sort of light blue.

- 6 A: What \_\_\_\_\_ do they speak in Austria?

B: Mainly German I think.

- 7 A: What \_\_\_\_\_ of food do you like?

B: I love Chinese and Indian food.

- 8 A: What \_\_\_\_\_ does your mother do?

B: She's a doctor.

**D** Use these phrases to make six short dialogues to go with the pictures:

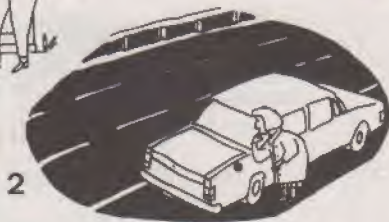
1



3



5



2



4



6

A: What's wrong?/What's the matter?

- B:
- a It's my leg. I think it's broken.
  - b I haven't any money. I've spent it.
  - c I didn't sleep very well last night.

- d I think I've run out of petrol.
- e I've lost my key. I can't get in.
- f I feel awful. I've eaten too much.



## 1 You use a question form after a **wh-** word. Look at these common expressions:

**Where ...?**

**Where** is she now? **Where** are you going? **Where** shall I put this? **Where** do you live?

**When ...?**

**When** can you start? **When** did she arrive? **When** does she leave?

**Why ...?**

**Why** do you want to know? **Why** don't you buy a new one? **Why** did you do that?

**Who ...?**

Hello, **who** is it? **Who** was that? **Who's** been eating my porridge? **Who** did you see?

**How ...?**

**How** do you know? **How** do I get to your grandmother's house? **How** much is it?

**How** many people are there? **How** long is it? **How** old is Peter now?

## 2 In conversations, we often use short questions:

A: We're going on holiday.

B: **Where** to?

A: Florida.

A: These shoes are cheap.

B: **How** much?

A: Only twenty-five pounds.

A: I have to go out tonight.

B: **What** time?

A: About half-past seven.

A: I'm very angry.

B: **Why**?

A: I've lost my passport.

A: It's a long way to walk.

B: **How** far?

A: Nearly ten miles.

A: I saw a friend of yours.

B: **Who**?

A: Antonia.

## 3 Other ways of asking questions:

When			when ...
Where			where ...
What			what ...
Who	do you think ...?	I wonder	who ...
How			how ...
Why			why ...

These forms are very common when the speaker is not sure if the other person knows the answer. Study these examples. Notice the word order.

**How** old is Jack's brother?

I wonder **how** old Jack's brother is.

**How** old do you think Jack's brother is?

**Where** do Bill and Jenny live?

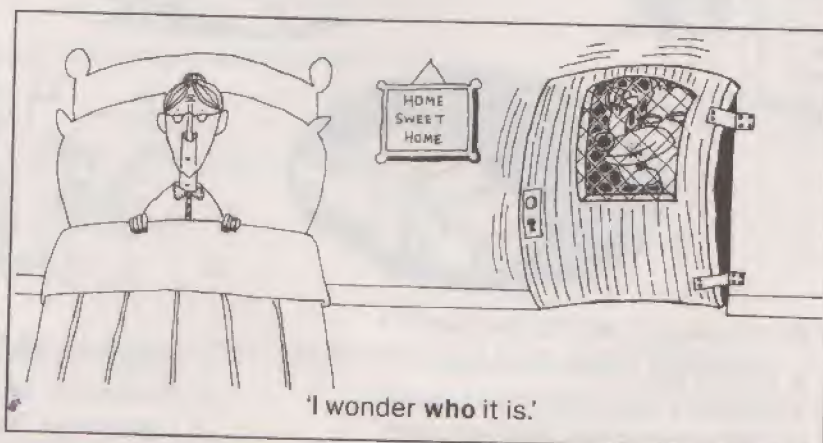
I wonder **where** Bill and Jenny live.

**Where** do you think Bill and Jenny live?

**Why** did she do that?

I wonder **why** she did that.

**Why** do you think she did that?





**A Make up dialogues from these boxes:**

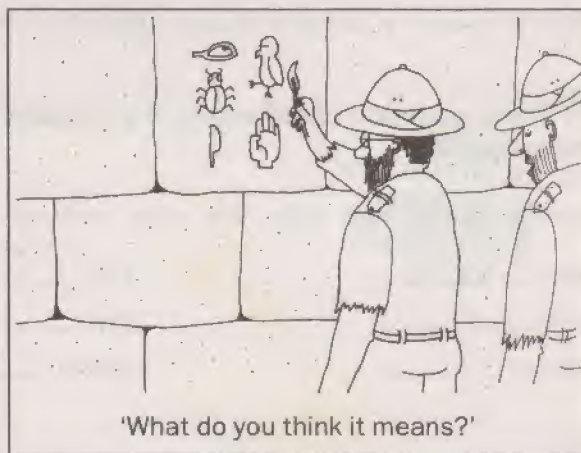
A: Let's go and see Peter and Mary some time.	B: What?	A: Italy I think
A: They live in that big house on the corner.	B: Who?	A: Well, we could go this weekend.
A: We could probably get there quite quickly.	B: When?	A: You know – those friends of Michael's.
A: I'm afraid I've lost it.	B: Where?	A: Well, we could take a taxi.
A: I think they're away on holiday.	B: How?	A: My library book. I don't know where it is.
		A: I don't know. I think I've left it at school.

**B Rewrite these sentences with *Wh* \_\_\_\_\_ *do you think...?* or *I wonder ...?***

- |                            |                                    |
|----------------------------|------------------------------------|
| 1 What's she like?         | 1 <i>I wonder what she's like.</i> |
| 2 What did she mean?       | 2 _____                            |
| 3 Who does this belong to? | 3 _____                            |
| 4 Why are they so late?    | 4 _____                            |
| 5 What does he want?       | 5 _____                            |
| 6 How old is he?           | 6 _____                            |
| 7 Where have they gone?    | 7 _____                            |
| 8 What will they say?      | 8 _____                            |

**C Here are some answers. Can you find possible questions on page 32?**

- |                |                  |                    |
|----------------|------------------|--------------------|
| 1 Last month.  | 5 Next week.     | 9 On that table.   |
| 2 In Scotland. | 6 By bus.        | 10 Turn left here. |
| 3 £1.30.       | 7 In the office. | 11 To the shop.    |
| 4 To Glasgow.  | 8 For a holiday. |                    |

**D Rewrite as ordinary *wh-* questions:**

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| 1 How long do you think it will take? | 1 <i>How long will it take?</i> |
| 2 I wonder how much it will cost.     | 2 _____                         |
| 3 What do you think it means?         | 3 _____                         |
| 4 I wonder where they come from.      | 4 _____                         |
| 5 I wonder when they will arrive.     | 5 _____                         |
| 6 I wonder where he's gone.           | 6 _____                         |



P  
English Enrichment Camp  
on the topic:  
**PRACTICAL ENGLISH GRAMMAR**

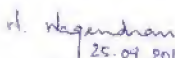
jointly organised by  
the Department of English and the Internal Quality Assurance Cell (IQAC)  
VIVEKANANDA COLLEGE  
Tiruvadakam West, Madurai – 625 234

**Schedule & Content for the EEC**

Day/Time	9.45 a.m. -10.40 a.m.	10.45 a.m.-11.40 a.m.	11.45 a.m.-12.40 p.m.	02.00 p.m.-03.00 p.m.	03.05 p.m.-04.00 p.m.
28-11-2019 Thursday	Unit-1 <i>BE Verbs &amp;</i> Practice in the page-5 & in the Newspaper	Unit-3 <i>Present Simple</i> Practice in the page-9 & in the Newspaper	Unit-2 <i>Present Continuous</i> Practice in the page-7 & in the Newspaper	Unit-4 <i>Do/does and Have/has in question and negatives</i> Practice in the page-11 & in the Newspaper	Unit-5 <i>Present Perfect (1)</i> Practice in the page-13 & in the Newspaper
29-11-2019 Friday	Unit-6 <i>Present Perfect (2)</i> Practice in the page-15 & in the Newspaper	Unit-7 <i>Was/Were</i> Practice in the page-17 & in the Newspaper	Unit-8 <i>Past simple</i> Practice in the page-19 & in the Newspaper	Unit-9 <i>Past Continuous</i> Practice in the page-21 & in the Newspaper	Unit-10 <i>Past Perfect</i> Practice in the page-23 & in the Newspaper
30-11-2019 Saturday	Unit-11 <i>Present Tenses used for the future</i> Practice in the page-25 & in the Newspaper	Unit-12 <i>Future Tense</i> <i>Will and Going to</i> Practice in the page-27 & in the Newspaper	Unit-13 <i>There</i> Practice in the page-29 & in the Newspaper	Unit-14 <i>What...?</i> Practice in the page-31 & in the Newspaper	Unit-15 <i>Wh-questions</i> Practice in the page-33 & in the Newspaper

Course Text: Dave Willis, and John Wright, *Basic Grammar: Helping Learners with Real English*. London: HerperCollins, 1997. Pages 4-33.

  
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